

Information Package for Lafayette Fire Department Application
Instructions and General Information

This package contains the following items:

- 1) **Application form containing 8 pages**
- 2) **Applicant Statement of Truthfulness: to be signed, notarized, & returned with application**
- 3) **Application Acknowledgement: to be signed and dated.**
- 4) **Authority to Release Information & Waiver: to be signed, notarized & returned with application**
- 5) Equal Opportunity Statement of the City of Lafayette
- 6) Information concerning the application process
- 7) Information concerning the job description of Firefighter (Recruit)

***Only the first four items listed above along with the following documents should be returned to the Human Resource Department. Applications that are missing any of these items will be considered incomplete and may not be processed. DO NOT return the informational pages or the EO Statement.**

- 1) Copy of applicant's birth certificate
- 2) Copy of High School Diploma or GED certificate
- 3) High School Grade Transcripts (certified copy from school)
- 4) Copy of College Transcripts & Diploma (if applicable)
- 5) Copy of form DD-214 (military service) showing re-enlistment code, if applicable.
- 6) Copy of current Driver's License
- 7) Copy of Marriage certificate(s), Divorce decree(s)
- 8) Copy of certificates of training, proof of community service involvement
- 9) Candidate Physical Ability Test (CPAT) Certification

If you have difficulty providing any of the requested documents please contact a member of the Human Resource Division for direction prior to returning the application.

The application forms are to be completed in the applicant's own handwriting in black or blue ink. Print or write neatly as you can. Do not type. **DO NOT LEAVE BLANKS. ALL FORMS MUST BE COMPLETE, INCLUDING WITNESS SIGNATURES AND NOTARIZED WHERE NOTED.**

It is suggested you make an extra copy of the entire 8-page application prior to filling out any portions. Please read all enclosed material carefully. This information should answer most of the frequently asked questions. If you need more information you may contact the Lafayette Fire Department (765-807-1600) and speak with the Administrative Assistant.

QUALIFICATIONS

The Lafayette Fire Department accepts applications for firefighters at least every two (2) years. The Lafayette Fire Merit Commission Members may call for a retest at any time prior to that date. Some of the basic qualifications and selection procedures consist of, but are not limited to the following:

- 1) An applicant must be a resident citizen of the United States and must be a resident of Tippecanoe County, Indiana or a contiguous county at the time of appointment.
- 2) Applicants must be at least twenty-one (21) years of age.
- 3) Applicants shall be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of a State authorized to accredit high schools. An equivalency diploma (G.E.D.) issued by such an accredited high school is acceptable.
- 4) Must acquire an Indiana Drivers License within thirty (30) days of appointment.
- 5) A dishonorable discharge from the military shall disqualify the applicant.

- 6) Applicants receiving compensation or pension benefits from the military service are not disqualified from applying.
- 7) The applicant shall also possess the following Vision standards: Corrected vision-binocular vision no worse than 20/40; Uncorrected vision-binocular vision no worse than 20/100 (with the exception for long term successful users of soft contact lenses). The applicant shall also have the ability to distinguish the colors of red, green, and amber; and shall have no pathology of the eyes. (Minimum standards as set forth by the Indiana Public Retirement Fund-PERF).
- 8) Applicants shall not have been convicted of a felony.
- 9) Must be able to successfully complete both the written aptitude examination and extensive physical agility test.
- 10) Must be able to pass a thorough background investigation.
- 11) Must submit to an oral interview.
- 12) Must successfully pass polygraph test.
- 13) No illegal delivery of drugs for monetary or material gain.
- 14) No illegal use of any type of drugs for two (2) years prior to applying.
- 15) Eligibility ends on the applicants thirty-sixth (36) birthday.

All applicants are required to assist and cooperate in obtaining past employment records or personal history information.

FAILURE TO COOPERATE MAY BE CONSIDERED CAUSE FOR DISQUALIFICATION

APPLICATION/APPOINTMENT PROCESS

All applications **must** be obtained and returned to the City of Lafayette Human Resource Department.

1) COMPLETED WORKKEYS ASSESSMENT TEST

All applicants must have taken and passed the *WORKKEYS* Assessment test and have achieved at least the minimum levels (which were achieved through department profiling), before application deadline, in the categories of: **Observation**, (level 4), **Reading for Information** (level 4), **Teamwork** (level 3) and **Locating Information** (level 4).

It is the applicant's responsibility to schedule and complete the *WORKKEYS* Assessment Test. The applicant may, but is not required to, schedule and take the test at Regional Assessment Center for Hiring. Please call 765-477-1906 to set up an appointment for testing. Any location is acceptable.

The *WORKKEYS* Assessment Test does not affect placement of the applicant on the hiring list. Any scores at or above the required levels may continue in the application process. Any certifications obtained in any previous application process are acceptable.

2) ATTAIN CPAT CERTIFICATION

Beginning August 1, 2008, each applicant must pass the Candidate Physical Ability Test (CPAT) before applying to the Lafayette Fire Department. The applicant must maintain a current certification card during said application year. A copy of certification must be submitted with application.

The Central Indiana CPAT Training Site is at the Emergency Services Educational Center (ESEC) in Indianapolis, Indiana. Please call the ESEC or visit their website (<http://www.wayne.k12.in.us/esec>) for the most current information on testing dates.

Emergency Services Educational Center
700 N. High School Road
Indianapolis, IN 46214
317-248-7929

If you are Out of State, please visit the IAFF website (http://www.iaff.org/HS/CPAT/cpat_index) for out of state training locations.

3) COMPLETE APPLICATION

Incomplete Applications will be disqualified. Any application not completed following directions will be disqualified. All applications are considered final once they are turned in to the Human Resource Department. Applications can not be re-obtained to make changes to once it has been turned in. (Any changes in applicant contact information will be accepted by contacting the Human Resource Department).

Applications ***must be received*** in the City of Lafayette Human Resource Department by application deadline. No late applications will be accepted.

4) INTERVIEW WITH HIRING AND PROMOTIONS COMMITTEE

The next phase of the process is a formal interview with the Hiring and Promotions Committee who will interview and rate the applicants.

Applicants who are given a favorable recommendation by the Hiring and Promotions Committee will be contacted for a second interview with the Lafayette Fire Merit Commission.

5) FINAL INTERVIEW WITH LAFAYETTE FIRE MERIT COMMISSION

The Lafayette Fire Merit Commission shall interview applicants who have met the following criteria:

- a) Applicant has passed the *WORKKEYS* test
- b) Applicant is CPAT certified
- c) Applicant has been favorably recommended by the Hiring and Promotions Committee.

The Lafayette Fire Merit Commission shall also receive all applications of applicants who do not receive a favorable recommendation from the Hiring and Promotions Committee and at its discretion, may determine whether to interview the applicant. After interviewing applicant's the Merit Commission will determine the applicant's interview score and ranking on the hiring list.

Applicants will be notified by mail of their position on the final hiring list. Do not contact the Lafayette Fire Department or the Human Resource Department to inquire about positioning on the list.

We will contact you as you progress through each phase and those applicants who are disqualified at any phase will receive a notice of such disqualification.

The employment of any applicant is considered probationary for a period of one (1) year and that may be extended for a period not to exceed six (6) additional months, upon the recommendation of the Chief.

THE LAFAYETTE FIRE DEPARTMENT
IS AN EQUAL OPPURTUNITY EMPLOYER

It is the policy of the City of Lafayette to provide equal opportunity to all employees and applicants without regard to race, sex, religion, national origin, age, sexual orientation, marital status, veteran status, or physical or mental disability. This same non-discriminatory consideration will guide all personnel actions including, but not limited to recruitment, hiring, training and promotion decisions in all job classifications. Furthermore, compensation, benefits, transfers, education or tuition assistance and social and recreational programs will be administered in a non-discriminatory fashion.

Job Description

RECRUIT CITY OF LAFAYETTE, INDIANA

POSITION: Recruit

DEPARTMENT: Fire Department

WORK SCHEDULE: Varies

JOB CATEGORY:

DATE WRITTEN: June 1998

DATE REVISED:

STATUS: Full-time

FLSA STATUS: Non Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent responds to the needs of the community to best serve in the mitigation and prevention of problems such as but not limited to rescue, firefighting, and emergency medical needs. Incumbent is required to participate in training, perform maintenance of departmental equipment, and perform janitorial needs. Incumbent may be required to work out of classification and perform other functions as needed.

DUTIES:

Responds to all emergencies and alarms as assigned such as fire fighting, vehicle extrication, elevator rescue, hazardous material situation, water rescue, ice rescue, trench rescue, building collapse, rope rescue, high rise rope rescue, industrial accidents, and may not be limited to the above. Performs duties such as basic life support, defibrillation, assist the medic unit, childbirth, CPR. Sets up fire scene, such as connect hoses, carry equipment, raise ladders, etc. Maintain communication with department and with supervisor, co-workers, and other emergency personnel. Be able to follow instructions as required or directed by the incident commander or through the chain of command.

Assist in general vehicle and facilities maintenance including but not limited to checking fluids, batteries, fuel levels, and operational status. Assist in general cleanliness including apparatus, equipment, and engine house such as mowing, trimming, snow removal, spreading salt on walkways, planting, fertilizing and watering grass and plants.

Attend and participate in training activities and meetings. Study essential guides, books, maps, reference materials, standard operating procedures, etc. Attends and participates in meetings. Successfully completed all required departmental training programs.

SKILLS AND KNOWLEDGE:

High School education or equivalent required. Must, within the first year, complete Recruit program and pass the battery of test required by the formal training program, EMS, first responders and trained to hazardous material operations level.

Ability to operate modern office equipment, effectively communicate, both verbally and in writing, with supervisor, co-workers, persons having contact with Incumbent in the performance of their duties. Develop and maintain productive work relationships with co-workers, other organizations, and the general public. Must be able live by and set positive standards for themselves and others. Utilize resources and reference materials, efficiently organize department materials and equipment, follow oral and written instructions, and perform duties in emergency and stress-related conditions. Must physically perform duties such as climb ladders, use firefighting equipment, make a forcible entry, perform duties for long periods of time, and legally operate department vehicles.

Working knowledge of laws, regulations, statutes, codes and reporting requirements relating to and governing the department policies, practices, guidelines, and methods.

Specialized knowledge of emergency scene management, job related knowledge of area serviced such as street locations, water supply locations, etc.

Work consists of responding to stressful/dangerous situations and cleaning up afterwards, and is physically and mentally demanding. Incumbent must exercise acquired skills and training in performing duties.

Possession of a valid driver's license and demonstrate safe driving record. Must follow correct security procedures for both computer and printed records.

RESPONSIBILITIES:

Incumbent must complete in one year the department's formal training program or approximately 2,000 hours equivalent to NFPA 1001. Required to be EMS first responders and trained in hazardous material operations level. A high degree of care and skill are required to protect tools and equipment and prevent injury to self and others. Incumbent usually works with a partner and is responsible for co-workers safety. Incumbent is responsible to keep them self physically fit/healthy in order to perform their duties. Incumbent must be able to maintain a healthy, positive attitude.

PERSONAL WORK RELATIONSHIPS

During the normal course of performing duties, Incumbent has contact with supervisor, co-workers, other fire departments, emergency service personnel, and the general public. Incumbent reports to their company officer.

PHYSICAL EFFORT

Incumbent must have required vision, hearing, physical strength and stamina. Incumbent must be able to perform duties while sitting walking, standing, crouching or stooping, and kneeling or crawling. Incumbent is required to fight fires in full protective gear, and have the physical strength required to perform duties for long hours in emergency situations.

Vision and hearing requirements set by PERF board.

WORKING CONDITIONS

Incumbent performs duties inside and outdoors. Incumbent must be aware of personal safety and safety of others. Incumbent is required to wear the following protective clothing or gear to perform routine duties: bunker pants, coat, and boots, and gloves, helmet with eye shield, nomex hood, and self contained breathing apparatus. Incumbent has Standard Operating Procedures to go by when responding to alarms, wears protective gear, and follows officer's directions. Incumbent may be exposed to toxic gases, extreme heat, unstable roofs and buildings, weather conditions, mechanical, electrical, chemical hazards, and smoke.

REFERENCE

See current NFPA Standards 1001.

ENVIRONMENT FACTORS THAT AFFECT JOB FUNCTIONS

The essential job functions for a firefighter are performed in and affected by the following environmental factors. A firefighter must:

- 1) Operate both as a member of a team and independently at incidents of uncertain duration.
- 2) Spend extensive time outside exposed to the elements.
- 3) Experience frequent transition from hot to cold and from humid to dry atmospheres.
- 4) Tolerate extreme fluctuations in temperature and perform physically demanding work in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms,
- 5) Work in wet, icy or muddy areas.
- 6) Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- 7) Work in areas where sustaining traumatic or thermal injury is possible.
- 8) Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
- 9) Face exposure to infectious agents such as hepatitis B or HIV.
- 10) Perform complex tasks during life-threatening emergencies.
- 11) Work for long periods of time, requiring sustained physical activity and intense concentration.
- 12) Face life or death decision during emergency conditions.
- 13) Tolerate exposure to grotesque sights and smells associated with major trauma and burn victims.
- 14) Make rapid transitions from rest to near maximal exertion without warm-up periods.
- 15) Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- 16) Use manual or power tools in the performance of duties.
- 17) Rely on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in confused, chaotic, and potentially life threatening environments.
- 18) Wear personal protective equipment that weighs approximately 50 pounds while performing the essential functions of their job.
- 19) Perform physically demanding work while wearing positive pressure breathing equipment.
- 20) Communicate with people effectively.

RECRUITMENT, SELECTION, EMPLOYMENT AND RECRUIT TRAINING PRACTICES

The Lafayette Fire Department has adopted the following procedures in order to insure equal opportunity in recruitment, selection, and employment as required under Title 20 of the Code of Federal Regulation, part 30. Reference sources for the following procedures include:

- 1) Title 29, Code of Federal Regulations, part 30
- 2) NFPA 1001: Standard for Fire Fighter Professional Qualifications
- 3) State of Indiana Fire Fighting Personnel Standards and Educational Requirements for Certification (IC 5-2-3-1 & House Enrolled Act No. 1144)
- 4) National Apprenticeship and Training Standards for the Fire Fighters developed jointly by the International Association of Fire fighters, International Association of Fire Chiefs, Joint Council of Fire Service Organizations, National Professional Qualifications Board for the Fire Service, NFPA Fire Fighter Qualifications Committee, and the Bureau of Apprenticeship and Training of the U.S. Department of Labor.
- 5) International Fire Service Training Association (IFSTA).
- 6) Various methods, procedures and materials that have been adopted by fire departments throughout the State of Indiana.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Recruit describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as Outlined?

☐ Yes ☐ No

Applicant/Employee Signature

Date

PHOTOGRAPHS

Please tape or glue two (2) photographs to this page.
(One (1) Full length and One (1) Head & Shoulder.)

Application not complete without attached photos.

Affix Photo Here

Affix Photo Here

Please date and Sign Below. Thank you.

Applicant/Employee Signature

Date



PERSONAL HISTORY

To be completed in applicant's own handwriting with blue or black ink

1. Name in Full (Last, First, Middle)

2. All Other Names You Have Used (Aliases, nicknames, birth or maiden names, other name changes)

3. Date and Place of Birth (mm/dd/yy) and (City, County, State) and **Attach copy of birth certificate**

4. Are you a United States Citizen? (If Naturalized, attach copy of Naturalization Certificate)

5. Social Security Number

6. Height, Weight, Color of Eyes, Color of Hair,

7. Other Identifying Marks, Tattoo's, Scars

8. Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

9. Spouse Name (if applicable use Maiden name of wife) Address if different; (Street, City, State)

10. Spouse Place of Employment (including address and work telephone number)

11. Date and Location of Marriage(s) (City, County, State) and **Attach copy of Marriage Certificate(s)**

12. Date and Location of Divorce, Separation or Annulment (include which court issued decree) and **Attach copy of Divorce Decree(s)**

13. Your current address: (Street and number, city, state, and zip code)

14. Current Phone Numbers:

Home:

Cell Phone:

Pager:

Work:

LFD Application Page 2

FAMILY MEMBERS

15. List all family members in the following order: parents, guardians, children, including step-children and any other relative with whom a close relationship exists.

Name	Relationship	Address	Home Phone #

16. CHARACTER REFERENCES (Do not include relatives, former employers, or persons living outside the United States) **List only character references that have definite knowledge of your qualifications and fitness for the position for which you are applying.** Do not repeat the names of supervisors listed in the employment section (#18) of this application.

Name	Years Known	Address	Phone #

LFD Application Page 3

RESIDENCE(S)

17. List chronologically all of your residences in the last TEN years. Begin with your current address and include residences while attending school if away from home and all military addresses, including off base residences. (Use mm/yy format for dates from & to)

From	To	Address (number, street, city, state, and zip)	Landlord Name	Landlord phone #

EMPLOYMENT RECORD

18. Beginning with your current or most recent job list your work history for the past TEN years. Include part-time, seasonal, temporary and all periods of unemployment. For Dates employed use mm/yy format.

A. Dates worked From and To:	B. Final Salary/Wage:
C. Name & Address of Employer	D. Phone Number:
E. Job or Position Title	
F. Description of Duties:	
G. Name of Supervisor and Phone Number:	
H. Name of One or Two Co-Workers and phone numbers if known:	
I. Reason for Leaving:	

NOTICE: STOP

Please make sure you have made additional copies of Page Four as you will need to list all of your jobs. Do not continue unless you are sure you have enough copies.

LFD Application Page 4

(This page to be copied for recording additional jobs)

A. Dates worked From and To:	B. Final Salary/Wage:
C. Name & Address of Employer	D. Phone Number:
E. Job or Position Title	
F. Description of Duties:	
G. Name of Supervisor and Phone Number:	
H. Name of One or Two Co-Workers and phone numbers if known:	
I. Reason for Leaving:	

A. Dates worked From and To:	B. Final Salary/Wage:
C. Name & Address of Employer	D. Phone Number:
E. Job or Position Title	
F. Description of Duties:	
G. Name of Supervisor and Phone Number:	
H. Name of One or Two Co-Workers and phone numbers if known:	
I. Reason for Leaving:	

A. Dates worked From and To:	B. Final Salary/Wage:
C. Name & Address of Employer	D. Phone Number:
E. Job or Position Title	
F. Description of Duties:	
G. Name of Supervisor and Phone Number:	
H. Name of One or Two Co-Workers and phone numbers if known:	
I. Reason for Leaving:	

PLEASE MAKE AS MANY ADDITIONAL COPIES OF THIS PAGE AS YOU NEED TO LIST ALL OF YOUR JOBS

LFD Application Page 5

EMPLOYMENT RECORD (continued)

19. Have you ever been involuntarily terminated from a full or part time job, whether it was termed fired, terminated, suspended, laid off, or furloughed? If yes, describe circumstances.

20. Have you ever resigned (quit) after being informed that your employer intended to discharge you? If yes, explain circumstances.

21. Have you ever had any disciplinary actions taken against you at any of your jobs? (written reprimand, suspension with or without pay, forfeiture of benefits, or other similar actions) If yes, which job? Describe circumstances.

22. Do you have any reason to believe that a former employer may give you a negative job reference? If yes, name of employer and why.

EDUCATION

23. List chronologically all schools you have attended. Include High Schools, College, Trade School, Vocational & Other.

Dates Attended	School Name	Address	Date Graduated

Submit Grade transcripts and copy of diploma received from each. Also attach *WORKKEYS* Certification here.

24. List Major and Minor college courses and any other special training class you have taken or certifications you now hold.

LFD Application Page 6

EDUCATION (continued)	
25. Foreign Language Skills: Do you have a working knowledge of any language other than English? If so, which language and what skill level?	
26. Computer Skills: List all Operating Systems you have a working knowledge of. (Windows, Mac, Windows NT, etc.)	
27. List all software titles (excluding games) you have a working knowledge of.	
28. Do you have a personal E-Mail Address? List Each.	
29. Estimate your computer/software/internet ability or skill level. (None, beginner, intermediate, advanced)	
30. Do you possess any special qualifications, professional licenses, certifications, abilities, honors, publications, etc. that are not listed elsewhere in this application and that would reflect upon your qualifications for this job? <u>Attach CPAT Certification.</u>	
MILITARY SERVICE	
31. Your Selective Service Number:	Branch of Service:
Dates of Active Duty (month/day/years):	If you are still enlisted, when will you be discharged?
Highest Rank	Serial Number
Unit(s) to which assigned and primary duty type.	
Type of Discharge	Are you eligible for reenlistment?
<u>Attach copy of Form DD214 (with reenlistment code)</u>	
32. Are you or have you ever been a member of any United States Reserve or National Guard Unit?	
Unit and Location:	
Reserve Status & Obligation (if any)	
33. Have you received ANY disciplinary action while in the military? (Including Article 15's, Captain's Mast, written reprimands, etc).	
If so, describe circumstances.	
34. Have you ever been the defendant in a court martial? (If yes, provide date and outcome)	

LFD Application Page 7

INFORMATION CONCERNING DRIVING STATUS AND RECORD, ARRESTS, DETENTION AND LITIGATION	
35. List ALL vehicle operators' license you now hold or have held from any state or country. Provide type, State, number & expiration date.	
36. Have you ever received a traffic ticket?	How many in the past 5 years?
37. Have you ever been involved in a traffic accident as a driver?	If so, how many total accidents (whether you were Judged at fault or not and whether they happened on public or private property)?
38. In how many of your total accidents were you judged to be the larger contributor (at fault) by the investigating officer?	
39. Were you ever given a traffic ticket as a result of an accident?	
40. Has your driver's license ever been suspended or revoked for any reason? If so, list when and for what reason was your license suspended.	
41. Has your license ever been placed on probation? If so, why?	
42. With which company do you now have automobile insurance?	
43. Have you ever been denied automobile insurance or had your insurance revoked?	
44. Have you ever been arrested or detained by any law enforcement agency (excluding the above stated traffic tickets)? If so, list the place, agency, date and details of each incident.	
45. Have you ever been convicted of a felony? If so, list the place, agency, date and details of each incident.	
46. Have you ever had a judgment entered against you as a result of a civil suit other than a divorce case? This includes "small claims, evictions, and collections" or any other kind of civil court actions even if settled out of court prior to a judgment being entered by a judge or jury. List dates, location and brief facts for each case.	

LFD Application Page 8

COMMUNITY SERVICE

47. List any extra-curricular activities, clubs, community service and activities you participated in during high school, college, and/or are presently involved with. **Please provide and attach proof of community service activities** (i.e. letter stating such involvement). Also include any sports, hobbies, professional, business, trade or civic organizations to which you have belonged during the past 5 years. (Exclude memberships that would reveal race, religion, national origin, or any other similarly protected status)

Organization or Activity	Specify any offices held

Please answer the following questions on a separate sheet of white, lined, 8 ½ x 11 paper. The answers must be in your own handwriting. Limit your answers to no more than one page per question and return the pages **attached to the application following this page**. Sign the bottom of each essay page.

48. Describe both your strengths and your weaknesses and provide examples of how they might affect your job performance as a firefighter.

49. Describe what it is about our department and our community that makes us either more or less attractive to you than other departments. Be as specific as you can.

50. What steps have you taken to prepare yourself for a career in fire service?

51. Does your completion of this application, including all attachments represent your very best efforts as far as completeness, honesty, ability to follow instructions and professionalism?

End of Application

PRE EMPLOYMENT INFORMATION RELEASE AUTHORIZATION

I authorize the City of Lafayette, IN representing the above employer to obtain copies of my consumer credit reports, driving history and criminal records for the purpose of evaluating my application for employment.

I also authorize the release of any academic transcripts and any disciplinary records.

I further authorize any and all of my present and past employers to release and furnish the City of Lafayette, IN with any and all information, copies of records and data pertaining to my employment, including, but not limited to the following:

- 1) My dates of employment
- 2) Each position I held including the length of time in each position.
- 3) A description of my job duties.
- 4) My wage rates.
- 5) The reason for my leaving the company.
- 6) My disciplinary records including dates and basis for any action taken against me.
- 7) My attendance record including days absent and days tardy.
- 8) Any and all certificates of accomplishment or record of achievement.
- 9) Whether I am eligible for rehire or precluded from same.

Copies of this authorization that show my signature are as valid as the original release signed by me. I understand that misrepresentation of information is cause for rejection of my application or dismissal after appointment.

Please print your Full Name

Social Security Number

Date of Birth

Driver's License Number

Address

City

State

Zip

Applicant Signature

Telephone Number

Date Signed: _____

Witnessed by: _____

APPLICANT STATEMENT OF TRUTHFULNESS

This form is to be signed and witnessed in the presence of a Notary Public. Return with application

Please read the following statement and sign to certify your understanding.

I certify that all information I have provided in order to apply for and secure work with the Lafayette Fire Department is true, complete and correct.

I understand that all the information I have provided is subject to verification and that any information found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application, or 2) if already appointed; I may be subject to discharge from employment.

I have expressly authorized, without reservation, the Lafayette Fire Department, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews. I have signed a RELEASE OF INFORMATION WAIVER FORM, which is also attached to this application.

I understand that the Lafayette Fire Department does not unlawfully discriminate in employment and no question on this application is used for purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

Before me the undersigned, a Notary Public for _____ County, State of

_____, personally appeared _____
Printed name of applicant

And he/she being first duly sworn by me upon his/her oath certified that he/she read, and fully understands and accepts all terms of the foregoing Applicant Statement.

Signed and sealed this _____ day of _____, 20____

Signature of Applicant

Signature of Notary Public

SEAL

My commission Expires _____

